



DEPARTMENT OF LICENSING  
MASTER LICENSE SERVICE  
PO BOX 9048  
OLYMPIA WA 98507-9048

UBI
Owner Name

**MASTER BUSINESS APPLICATION SUPPLEMENT FOR:  
PRIVATE INVESTIGATOR AGENCY / PRINCIPAL LICENSE**

***This supplemental form may only be submitted as an attachment to the Master Business Application.***

***Please read all instructions on this form before completing it.***

Use this form to apply for both the **Agency** and **Principal** licenses. Applicants must be at least 18 years old for unarmed licensing, or at least 21 years for armed licensing.

**Each Partner** must submit a supplemental form, see page 3.

**Fingerprints:** Submit one (1) fingerprint card for **each** applicant.

**Corporations and Limited Liability Companies:** See page 3 for other filing requirements.

**A License Application Information** — Mark the licensing selection below and enter it onto the Master Application licenses/fee section.

☐ Agency with Armed Principal **\$700**    ☐ Agency with Unarmed Principal **\$600**    ☐ Armed Partner **\$300**    ☐ Unarmed Partner **\$200**

**B Business Information**

Business/Firm Name or Trade Name		Business Telephone No. (     )	
Street Address of Business in <b>Washington State</b>	City	State <b>WA</b>	Zip

**C Agency Principal or Partner Information**

Principal or Partner Name	Alias or Maiden Name	Citizenship Status <input type="checkbox"/> US Citizen <input type="checkbox"/> Resident Alien
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth	Social Security No.
Requirement under which you will be applying for licensure ( <i>check one</i> ): <input type="checkbox"/> Examination ( <i>Complete Section F</i> ) <input type="checkbox"/> 3 Years experience in private investigation or related field ( <i>Complete Section E</i> )		

**D Legal Profile** — Answer each question.

1. Have you ever been convicted of a crime(s) in any jurisdiction as a Juvenile or Adult? ☐ Yes    ☐ No

If you answer **NO** to this question and you have a disqualifying criminal history, your license will be **denied** for misrepresentation.

If you answered **YES**, please provide the following information to determine your eligibility for licensure.  
**Failure to provide the requested information will result in an incomplete application.**

I was convicted of \_\_\_\_\_ in the

State of \_\_\_\_\_ on \_\_\_\_\_ DATE

by \_\_\_\_\_  
COURT OF JURISDICTION (federal/state/municipal)

My conviction was: (please circle one, if appropriate, and provide copies of the court documents)

Dismissed                      Vacated                      Deferred

**For additional crimes, please use a separate piece of paper and answer these same questions.**



**D Legal Profile – Continued**

2. Have you ever been found guilty of, or held liable for, divulging confidential information obtained in the course of an investigation to which you were assigned? ☐ Yes ☐ No
3. Have you ever been found guilty of accepting employment that was adverse to a client or former client as it related to confidential information you obtained in the course of your employment by the client? ☐ Yes ☐ No
4. Have you ever had a private investigator license suspended, revoked, or restricted? If "yes," in what jurisdiction? State, County, or City: \_\_\_\_\_ Date: \_\_\_\_\_ ☐ Yes ☐ No
5. Are you currently licensed or have you ever held a private investigator license in Washington State? If "yes," please provide your license number: \_\_\_\_\_ ☐ Yes ☐ No

**E Experience – Complete this section *only* if you are applying on the basis of your experience.**

Please list your experience related to Private Investigation, beginning with your current or most recent position. If you need more space, you may photocopy this page and attach the additional sheets to your application.

**Please provide documentation of your experience; see page 3 for acceptable forms of proof of experience.**

Dates From – To	Type of Experience
	Company Name
	Company Address (Number, Street, City, State, and Zip)
Dates From – To	Type of Experience
	Company Name
	Company Address (Number, Street, City, State, and Zip)
Dates From – To	Type of Experience
	Company Name
	Company Address (Number, Street, City, State, and Zip)

**F Examination Scheduling**

Exams are administered at the offices listed below. Please select the location you would like to be scheduled to take the exam. Mark your first choice with a "1" in the box and your second choice with a "2". Notification of the examination date and place will be mailed 2-3 weeks after receipt of the application.

	Bellingham	3800 Byron Ave Ste 136		Puyallup	405 W Stewart St Ste A
	Everett	5313 Evergreen Way		Seattle West	8830 25th Ave SW
	Kirkland	10639 NE 68th		Spokane East	12801 E Sprague Ave
	Olympia	405 Black Lake Boulevard		Union Gap	2725 Rudkin Road
	Poulsbo	19045 State Hwy 305 NE Ste 140		Vancouver	1301 NE 136th Ave

**G Insurance, Bonding, and Firearms Certification**

Prior to approving your license, we must receive a Certificate of **Liability Insurance** or **Surety Bond**. See page 3 for details.

Applicants requesting armed licensure must attend an 8-hour **Firearms Certification** course through the Criminal Justice Training Commission prior to approval of the license. The Commission will notify the Department directly when your certificate is issued, upon successful completion of the course.

**H Certification of Application**

I, \_\_\_\_\_, *Printed Name of Applicant*, certify that the information provided in this application is true, complete and correct to the best of my knowledge. I understand that should I misrepresent or conceal any material fact in my application for principal of a Private Investigation Agency, it constitutes grounds for suspension or denial of a license for the company. I understand the Department of Licensing may conduct a complete background investigation regarding my qualifications as outlined in Chapter 18.165 RCW.

**X** \_\_\_\_\_  
*Signature of Applicant* \_\_\_\_\_  
*Date Signed*

# Special Filing Instructions and Other Requirements

**General Partnerships, Limited Liability Partnerships (LLPs), and Limited Partnerships (LPs):** Each partner of a partnership applying for an agency license must also complete and submit their own Private Investigator Supplemental Form, pay the appropriate armed or unarmed partner fee, and submit the appropriate number of fingerprint cards with this application.

**Corporations and Limited Liability Companies (LLCs)** applying for an agency license must all attach:

- A list of names and addresses of all officers, directors, members and managers; and
- A letter from the company's governing or managing body designating the applicant as the agency principal.

**Acceptable Proof of Experience:** If we ask you to prove the experience indicated in the application, you may use:

- Copies of payroll check stubs showing the company name and the payroll period;
- Copies of your federal income tax returns for the period(s) listed; or
- Certification from the employer verifying your status and time of employment.

**NOTE:** Verification of license or registration from another state or jurisdiction is acceptable only if that state or jurisdiction has licensing or registration requirements that equal or exceed those in Washington State.

**Insurance and Bonding:** Before we can approve your license, we must receive either proof of insurance, or a surety bond.

If bonding is selected, the Surety Bond form enclosed must be completed and the original returned to us.

If utilizing insurance, the company must have comprehensive general liability coverage of at least \$50,000 divided \$25,000 for bodily or personal injury **and** \$25,000 for property damage. The certificate holder on the proof of insurance must read:

Department of Licensing  
Master License Service  
PO Box 9034  
Olympia WA 98507-9034

The original insurance certificate must be mailed to us, but a preliminary copy may be faxed to (360) 570-7875.

## Most Commonly Asked Questions About Private Investigator Licenses

**Q** *How do I contact the Private Investigator ( P.I.) Regulatory Program for other licensing information or forms?*

**A** You may write us at:  
Private Investigator Program  
PO Box 9649  
Olympia WA 98507-9649,  
or call: (360) 664-6611 or TTY (360) 664-8885

**Q** *Who is an agency principal?*

**A** The individual who, in order to own or operate the P.I. agency, must meet the minimum qualification of three years experience or pass the state examination.

**Q** *How often are the examinations given for principals?*

**A** They are scheduled within 2-3 weeks after your application has been received.

**Q** *Where will I take the examination?*

**A** The exams are scheduled at the driver licensing offices listed in section F. When the exam is completed it will be returned to the P.I. program office to be scored. A letter with your score will be mailed to you approximately ten (10) days after you take the exam.

**Q** *How do I get rescheduled if I don't pass?*

**A** A re-examination application will be mailed to you with your exam results.

**Q** *How often can I take the exam?*

**A** There is no limit to the number of times you may take the exam, as long as there are at least seven (7) business days between each attempt.

**Q** *How long will it take to get the license?*

**A** The required background check takes approximately 60 days. When the background check and all other requirements have been met, the license will be issued.

**Q** *How do my employees get licensed?*

**A** Your agency must first be licensed. Employees are required to complete four hours of pre- assignment training from a licensed, certified trainer. The Certified Trainer must sign the certification box on the front of the employees' applications. Employees must be employed by, or have a job offer from a Private Investigator Agency in order to be licensed. Contact the Private Investigator program for forms.

**Q** *May I have a Certified Trainer from another agency give my employees the training?*

**A** Yes, provided the trainer is currently employed and holds a valid certified trainer license.

**Q** *How do I apply for licensure as a Certified Trainer?*

**A** Submit a Certified Trainer Exam Application with the \$25 fee. You must show proof of having been licensed for at least three (3) years. Contact the Private Investigator program for forms.

**Q** *I'm just working for myself and do not want to hire employees. Do I still have to get a company license?*

**A** Yes. Anyone who works as a Private Investigator must either be licensed as a P.I. agency principal, or as a Private Investigator employed under another agency.

**Q** *What if I conduct business at more than one location in Washington?*

**A** You can apply for branch licenses at the same time as the main agency license by submitting a Location Addendum (form BLS-700-029) for each branch along with the full Master Application for the main location. If you apply for branch locations after the main location has already been established, you will need to complete a full Master Application for the branch location.

**Q** *How do I apply for my business located outside of Washington?*

**A** All licensing requirements apply to out of state businesses. A physical location within Washington is required.

# Private Investigator Principal and Certified Trainer

## Examination Study Guide Outline

The following subjects will be covered in the examination for Principal and/or Certified Trainers.

### 1. Washington State law as it applies to Private Investigator licensing and regulation: (45% of test)

- **18.165 RCW**
- **308-17 WAC**
- **308-17-300 WAC** - A list of all topics contained in the private investigator pre-assignment training course.
- **Chapter 9.73 RCW** - Privacy, Violating Right of Privacy (e.g. Surveillance and Wiretapping)
- **Chapter 42.17 RCW** - Public Disclosure
- **Title 9A RCW** - Washington State Criminal Code
- **Other Resources:**
- **Title 2 RCW** - Courts of Record
- **Title 3 RCW** - District Courts -- Courts of Limited Jurisdictions
- **Title 26 RCW** - Domestic Relations (e.g., marriage, dissolution, adoption)
- **Title 36 RCW** - Counties
- **Title 46 RCW** - Motor Vehicles (e.g., accidents, forms)

### 2. Federal Laws: (30% of test)

**Federal Privacy Act** (5 U.S.C. 522a)

- **Freedom of Information Act** (5 U.S.C. 552)
- **Fair Credit Reporting Act** (15 U.S.C. 1681)
- **Federal Wiretapping Act** (18 U.S.C.)
- **Gramm-Leach-Bliley** (15 U.S.C. 6801-6809)
- **United States Code**

### 3. Court Systems: (7.5% of test)

#### Federal Courts:

- **Title 28 of the U.S. Code** - Judiciary and Judicial Procedures
- **Public Law 101-650** - Title 37 Patents, Trademarks, and Copyrights

#### State Courts:

- **Chapter 35.20 RCW** - Municipal Courts
- **Title 2 RCW** - Courts of Record
- **Title 3 RCW** - District Courts/Courts of Limited Jurisdictions
- **Title 4 RCW** - Civil Procedures
- **Title 5 RCW** - Evidence
- **Title 6 RCW** - Enforcement of Judgments

### 4. Legal Procedures and Definitions: (10% of test)

#### Terminology and Definitions:

- **Title 9A RCW** - Washington State Criminal Code
- **Title 2 RCW** - Courts of Record
- **Title 3 RCW** - District Courts/Courts of Limited Jurisdictions
- **Title 4 RCW** - Civil Procedures
- **Title 5 RCW** - Evidence
- **Title 6 RCW** - Enforcement of Judgements
- **Title 26 RCW** - Domestic Relations (e.g., marriage, dissolution, adoption)
- **Black's Law Dictionary** - Available at your local library or bookstore.

### 5. Other resources of public information: (7.5% of test)

- Code Reviser's Office
- County Recorders Office
- World Wide Locator
- Secretary of State
- Computer Databases
- Federal and State Laws and Acts can be found on the Internet.

**To view the laws visit the Private Investigator's website at:**

[www.dol.wa.gov/ppu/pifront.htm](http://www.dol.wa.gov/ppu/pifront.htm) and click on Private Investigator Principal and/or Certified Trainer State Exam Study Guide.